



Person Specification			
Job Title	SENCO	Job Holder	
Author	Jo Evans	Date Created	January 1 st 2021
Date Reviewed		Next Review Date	

This person specification defines the type of person required, and describes the essential and desirable skills, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description.

Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview.

Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

Key:			
E – Essential Process	D – Desirable	A – Application Form	I – Interview

Qualifications		E	D	A	I
1.	Qualified Teaching Status.	✓		✓	
2.	SENCO Qualification.		✓	✓	
3.	Current valid driving licence and access to a car.	✓		✓	

Knowledge & Understanding		E	D	A	I
Able to evidence and apply up to date secure knowledge and understanding of:					
1.	Sound knowledge of the SEN code of practice	✓		✓	✓
2.	Working effectively with a number of stakeholders with competing priorities	✓		✓	✓

Skills		E	D	A	I
1.	A strong commitment to raising educational attainment for children with SEND, including working with children directly and supporting other staff to do so.	✓		✓	✓
2.	A willingness and ability to develop specialist knowledge and keep up to date with local and national policy developments	✓		✓	
3.	Enthuse and inspire others and demonstrate a 'can do' attitude	✓		✓	✓
4.	Effective influencing and negotiation skills	✓		✓	✓
5.	Strong leadership skills in order to inspire and motivate other teachers by modelling good practice and developing a whole school commitment to supporting children with SEND	✓		✓	✓



6.	Excellent verbal and written communication skills to support writing statutory assessment requests, learning and support plans etc	✓		✓	✓
7.	Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	✓		✓	✓

Experience		E	D	A	I
1.	Experience of working with children with special educational needs and disabilities	✓		✓	✓
2.	Outstanding teacher with high expectations of children's attainment and progress.	✓		✓	

Personal Attributes		E	D	A	I
1.	Have high standards in terms of attendance and punctuality	✓		✓	✓
2.	The ability to manage oneself, including time management, professional direction and development and an ability to work effectively, as part of a team, at all times including challenging circumstances.	✓		✓	✓
3.	A genuine concern to secure the educational progress of children irrespective of their background or ethnicity	✓		✓	✓
4.	Maintain confidentiality and handle sensitive information in accordance with Data Protection rules	✓		✓	✓
5.	Be committed to and be able to actively demonstrate safeguarding and promoting the welfare of children. Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults at all times	✓		✓	✓
6.	Successful Enhanced DBS status	✓		✓	